

**KING COUNTY, WASHINGTON
EMERGENCY MANAGEMENT PLAN
APPENDIX 6
TRAINING AND EXERCISES**

PRIMARY AGENCY	Department of Executive Services
SUPPORT AGENCIES	Department of Adult & Juvenile Detention Department of Community and Human Services Department of Judicial Administration Department of Natural Resources & Parks Seattle-King Department of Public Health Department of Transportation Department of Development and Environmental Services King County Sheriff's Office (KCSO) King County Superior Court King County District Court County Assessor Prosecuting Attorney King County Council

I. INTRODUCTION

A. Purpose

The purpose of this appendix is to outline the emergency management training responsibilities of King County Departments and the schedule and objectives of Emergency Operations Center (EOC) exercises. The training and exercise programs serve to improve operational readiness by improving individual skills and by improving the emergency management system in King County.

B. Scope

The King County Office of Emergency Management (OEM) provides training for EOC representatives on a monthly basis and provides training and consultation to King County departments, divisions, and offices upon request. The Office of Emergency Management also coordinates and facilitates the range of exercises, which serve to verify the effectiveness of both the King County Emergency Management Plan and the plans and procedures of King County Departments.

Disaster Events and exercising are the principle methods of validating King County's capability to implement its emergency management plan and perform to the functional standards set by the Federal Emergency Management Agency (FEMA).

II. EXERCISE AND TRAINING POLICIES

It is the policy of King County to hold monthly EOC representative meetings that also serve as training sessions for the participants.

King County Office of Emergency Management (OEM) delivers a range of training classes to enhance the emergency planning and response capabilities of King County elected officials, department directors, managers, and employees, special purpose districts, businesses, emergency workers, and the public. In addition to these local classes, OEM coordinates with the Washington State Emergency Management Division to get King County and other agency employees into relevant state and FEMA training classes.

King County Office of Emergency Management will provide resources to enable professional development training for its staff.

III. ASSUMPTIONS

Emergency Management exercises are stand-alone events that test county plans and procedures. They are part of King County's commitment to improving the overall emergency management program. The exercise program will receive ongoing support from the King County executive and all participating agencies. Participating King County agencies will continue to develop and be willing to test their internal emergency procedures as part of the overall exercise program.

Cities and Special Purpose Districts have the responsibility to develop and exercise their own plans and procedures. King County OEM will "partner" with selected jurisdictions in training and exercise development and execution if resources allow.

IV. CONCEPT OF OPERATIONS

The exercises and training course offerings sponsored by King County will be based on current needs and part of a systemic effort to further the emergency readiness of King County government, the public, and the range of organizations based in King County. The exercise and training programs will be evaluated and reviewed. Exercises will be evaluated so that shortcomings in the plans, training, coordination capabilities, and procedures can be identified and corrected. Training courses will be evaluated to identify shortcomings and future training needs.

Prior to a disaster, a person or organization seeking training may call the King County Office of Emergency Management with a request for training. The Office of Emergency Management will provide appropriate training if resources are available, or refer the request to other appropriate trainers, and organizations. Other sources of training include but are not limited to:

FEMA's Emergency Management Institute
Washington State Emergency Management Division
The American Red Cross
Private Consultants

The five elements of the exercise program in King County include: orientations (informal seminar to familiarize participants to the plan), tabletop exercises (discussion of simulated emergency situation), drills (tests a single response procedure), functional exercises (activity to evaluate capability of an individual function), and full-scale exercises (evaluates operation capability of emergency management systems over time).

V. RESPONSIBILITIES

King County Office of Emergency Management

King County OEM is the focal point for exercises that test and evaluate the King County Emergency Management Plan. King County OEM develops and coordinates the exercise program and facilitates the training that is necessary to orient King County agencies to the King County Emergency Management Plan.

King County Office of Emergency Management shall:

Provide emergency planning and response training to public and private organizations and individuals commensurate with the resources available.

Coordinate the acquisition and distribution of emergency training course materials.

Assist the training officers and emergency planners of County government departments in preparing and conducting training and exercise programs.

Coordinate and facilitate an exercise program that involves at least one functional or full-scale exercise per year, unless impacted by a natural or technological disaster requiring an EOC activation of level 2 or above.

The Exercise Design OEM staff member will provide an after action report with recommendations for plan or procedure improvements.

Each King County Department shall:

Ensure that their four-deep EOC representatives have the appropriate training as proscribed by the King County OEM to function effectively in the EOC (see Enclosure 1).

Ensure that all relevant staff are trained as needed. Designate qualified employees to coordinate emergency management training programs with the Office of Emergency Management.

Determine department exercise requirements in coordination with the OEM staff.

Participate in county exercises utilizing selected staff for policy issues and EOC representatives for operational response and recovery.

Evaluate all exercises and revise department plans and procedures based on the shortcomings discovered through the exercise.

VI. RESOURCE REQUIREMENTS:

Funding, facilities, food service, audio-visual support, and curriculum development, printing and distribution costs will be budgeted for and considered in each training class and course.

VII. REFERENCES

See Appendix 4 References